

NAVSTA NORVA INSTRUCTION 1771.2B

Subj: HONOR GUARD PROCEDURES FOR NAVAL STATION NORFOLK

Ref: (a) COMNAVBASENORVAINST 1771.3A  
(b) NAVPERS 15555C  
(c) U.S. Navy Regulations, Chapter 10

Encl: (1) Honor Guard Personnel Qualifications Standards (PQS)

1. Purpose. To establish policy as outlined in references (a) through (c) for military funeral support. This instruction provides guidelines for personnel selection, procedures, assignment, tasking, and services provided by Naval Station Norfolk Honor Guard.

2. Cancellation. NAVSTANORVAINST 1771.2A.

3. Discussion. The primary mission of the Honor Guard is to provide funeral honors in support of the Funeral Honors Program which recognizes and commemorates the honorable service deceased Naval and former Naval personnel have given to our country. The scope of Honor Guard duties and responsibilities, and the high public profile of the unit, dictate maximum standards of personal and professional performance and dedication.

a. Services. The Naval Station Honor Guard may provide the following services:

(1) Morning and evening colors.

(2) Funeral Honors for present and past members of the Armed Services.

(3) Color Guards for military ceremonies such as changes of command, retirements, etc, not to interfere with Funeral Honors, which is the Honor Guard's first and highest priority.

(4) Military details for community events such as Flag Day, Memorial Day, Independence Day, etc. Services for religious organizations or churches will be provided only on a

voluntary basis when such services do not interfere with Funeral Honors commitments.

b. Scheduling. In all cases the overriding consideration in priority will be the Funeral Honors Support Program. All military funeral honors requests will be assigned through the Regional Coordinators Office. The Regional Coordinator will adjudicate conflicts in scheduling or priority. Other requests for honor guard services (Color Guard for retirement, changes of command, etc.) will be made directly to Naval Station Honor Guard LCPO.

4. Action. NAVSTA Norfolk Honor Guard will be trained and capable of full military funeral honors as prescribed in references (a) and (b). NAVSTA Norfolk shall establish a Chief Petty Officer in Charge to serve as point of contact with the Regional Coordinator, Funeral Honors Support Program. Members of the NAVSTA Honor Guard will be assigned on a full-time, semi-annual rotational basis from each department of NAVSTA Norfolk.

a. Department Heads will be responsible for providing on a semi-annual basis, eligible personnel as Honor Guard members as follows:

(1) Departments with 200 or more personnel assigned as Code 100 (full duty) will be required to provide as follows:  
Port Operations Department - 8 personnel.

(2) Departments with more than 100 as Code 100 (full duty), but less than 200 personnel will be required to provide as follows: None.

(3) Departments with more than 50 as Code 100 (full duty), but less than 100 personnel assigned will be required to provide as follows:

(a) Logistics Department - 1

(b) Staff Civil Engineering Department - 1

(c) Administrative Department - 1

(d) Billeting Department - 1

(e) Special codes (Legal, NFSC, Security, Chaplain) - 1  
(rotational basis)

Department Heads will ensure personnel assigned meet minimum eligibility requirements as provided in paragraph 6 below. To the extent possible, Department Heads should ensure no significant routine leave is scheduled during the time personnel are scheduled for Honor Guard duties. This will ensure appropriate manning levels are maintained to meet Honor Guard commitments. Department Heads will ensure personnel report to the Honor Guard Division five workdays prior to the semi-annual turnover date. This will allow proper training prior to commencing Honor Guard duties.

b. Honor Guard LCPO. The Honor Guard LCPO will be responsible for training, scheduling, and coordination of assignment tasking of NAVSTA Honor Guard. The Honor Guard LCPO must be capable of communicating effectively across a wide spectrum of senior military personnel and civilian officials. The Honor Guard LCPO will perform personnel muster, inspection and instruction, as well as training on a daily basis. The Honor Guard LCPO will report to the Administrative Officer for routine matters and professional guidance. The Commanding Officer/Executive Officer, upon recommendation of the Command Master Chief, will select the Honor Guard LCPO. Insofar as possible, a volunteer is preferred.

6. Eligibility. Candidates for the Honor Guard will be screened by their respective Department Heads and must meet the following standards:

- a. Will be in a full duty status.
- b. Will have successfully completed a current Physical Readiness Test and be within body fat standards.
- c. Present an above average military appearance.
- d. Be recommended for advancement and/or retention.
- e. Be capable of strenuous marching/drilling and prolonged standing.
- f. Have at least six months remaining at Naval Station Norfolk.

g. Have no disciplinary infractions for a period of 12 months prior to assignment, to include courts-martial, non-judicial punishment, and civil convictions (except minor traffic offenses).

h. Be highly motivated and maintain high professional standards, as evidenced by a written endorsement from the Department Head.

7. Travel. When tasked, Naval Station Honor Guard will travel as a unit to assigned functions. When out of the area travel is required, travel and per diem will be arranged through the Personnel Support Detachment, Naval Station, Norfolk, and funding will be provided by Commander, Naval Base Norfolk. The Honor Guard LCPO is responsible for ensuring the Honor Guard Team arrives at assigned functions in sufficient time to allow for proper rendering of honors. Additionally, the Honor Guard LCPO will travel with the Honor Guard on all local and out of area commitments or provide appropriate representation.

8. Training. The Honor Guard LCPO and one alternate will coordinate training with Marine Corps Detachment, to receive training on military honors, customs and traditions. Upon completion of training, the Honor Guard LCPO will provide training to the Honor Guard. The Honor Guard LCPO and one alternate will coordinate for refresher training with the Marine Corps Detachment on a quarterly basis to ensure professionalism and accuracy are maintained at the highest levels. In addition to the training provided to Honor Guard members, the Honor Guard LCPO will ensure enclosure (1), Personnel Qualifications Standards, are completed within seven days of personnel being assigned to the Naval Station Norfolk Honor Guard.

9. Commuted Rations. Due to the uniqueness of Honor Guard duties and unusual working hours, Honor Guard personnel will be entitled to draw Commuted Rations (COMRATS) upon request of the member.

10. Flag Presenters. When Funeral Honors are being conducted for an active duty deceased military member or former member, Commander, Naval Base Norfolk, will provide flag presenters when the deceased is an O-6 or above. When the deceased is an O-5 and below, Naval Station Norfolk will assign a flag presenter as follows:

a. For O-1 through O-5 deceased members and former members of the Armed Forces, an officer assigned to Naval Station will perform duties as flag presenter on a rotational basis.

b. For enlisted personnel E-1 through E-9 deceased members and former members of the armed forces, an enlisted member, assigned to the Honor Guard will perform duties as flag presenter.

11. Equipage. Upon completion of the PQS, Honor Guard members will be issued appropriate ceremonial gear for the duration of their assignment to the Honor Guard. These items will be the responsibility of the member to maintain and will be turned in upon completion of assignment with the Honor Guard. Firearms will be checked in and out of the NAS Armory as needed and security maintained in accordance with applicable directives.

A. H. BARBER III

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List 1A